

DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair, DC 20319-5058

MDW Regulation
No. 672-1

21 August 2000

Decorations, Awards, and Honors
NCO/SOLDIER OF THE YEAR AWARD PROGRAM


FOR THE COMMANDER:

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DISTRIBUTION:

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OFFICIAL:


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History. This publication was originally published on 20 September 1988. It was revised on 3 March 1994 and 5 May 1998. This printing publishes changes made since that time.

Summary. This regulation establishes the Office of the U.S. Army Military District of Washington (MDW) Command Sergeant Major (CSM) as the proponent of the Noncommissioned Officer (NCO) Soldier of the Year Award Program within MDW. It prescribes nomination procedures, eligibility and selection criteria, functions, membership, rules of order, and meeting schedules of selection boards.

Applicability. This regulation applies to all elements of MDW with soldiers assigned or attached. It applies specifically to staff elements with responsibilities for managing and administering this program.

Supplementation. This regulation may be supplemented at installation level. Proposed supplements must be submitted for approval to Commander, MDW, ATTN: ANPE, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

*This regulation supersedes MDW Reg 672-1, dated 5 May 1998.

Suggested improvements. The proponent of this regulation is the Office of the U.S. Army Military District of Washington Command Sergeant Major. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), to Commander, MDW, ATTN: ANSM, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

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1. Purpose. This regulation prescribes policies, procedures, and responsibilities for nominating, selecting, and recognizing the MDW NCO/Soldier of the Year.

2. References

Prescribed Forms

The form prescribed below is available through normal supply channels and the installation local area network (LAN) electronic forms software systems.

MDW Form 33-E (Scorecard: NCO/Soldier of the Quarter/Year Candidates). (Prescribed in para 6.)

3. Explanation of abbreviations

Abbreviations used in this regulation are listed below.

- a. APFT - Army Physical Fitness Test
- b. CSM - command sergeant major
- c. DCSPER - Deputy Chief of Staff for Personnel
- d. DCSOPS - Deputy Chief of Staff for Operations
- e. LAN - local area network
- f. MACOM - major Army command
- g. MDW - U.S. Army Military District of Washington
- h. NCO - noncommissioned officer
- i. SGM - sergeant major

4. Responsibilities

- a. The MDW Command Sergeant Major office will--

(1) Manage and coordinate the program at the MDW major Army command (MACOM) level.

(2) Receive written recommendations from installation CSMs, to include Enlisted Records Brief, and review for eligibility.

(3) Provide completed and verified packets to the MACOM CSM 5 working days prior to the convening of the board.

(4) Administer the written test 4 hours prior to the convening board.

b. The Deputy Chief of Staff for Personnel (DCSPER) will--

(1) Coordinate with corporate sponsors for their participation in awards ceremony.

(2) Coordinate with the MACOM office for morale, welfare, and recreation regarding the cash award.

c. The Deputy Chief of Staff for Operations (DCSOPS) will--

(1) Administer the Army physical fitness test (APFT) at Fort McNair the morning of the board.

(2) Collect and provide all results to the MACOM CSM not later than 1 hour prior to the convening of the board.

d. The installation command sergeant major of the NCO of the Year will schedule and coordinate a ceremony to honor the MDW NCO and Soldier of the Year as well as runners-up.

e. The Public Affairs Officer will--

(1) Use the Pentagram, Eagle, and other appropriate media tools to publicize and coordinate promotion throughout the year to encourage interest and participation.

(2) Publicize general information about the program eligibility and selection criteria.

(3) Publicize the winners using appropriate media tools (photography, news articles, etc.).

f. Installation commanders will--

(1) Establish and conduct selection boards to select an installation NCO and Soldier of the Year.

(2) Issue a supplement to this regulation that includes, as a minimum, guidance as follows:

(a) Establish procedures for nominating candidates for installation NCO and Soldier of the Quarter. These procedures will include ways an NCO or soldier can seek nomination on his or her own initiative.

(b) List the subordinate commands and operating agencies that will participate in the program. Indicate the number of candidates a subordinate command or an operating agency may nominate to compete quarterly at the installation level.

(3) Ensure the president of the local selection board submits nomination packets for one MDW NCO and one Soldier of the Year to the president of the MDW MACOM selection board after the end of each fiscal year.

(4) Coordinate with the MDW Public Affairs Office for publication and promotion of the competition throughout the installation.

(5) Contact the MDW CSM office for a correct copy of the nomination packet.

5. Eligibility for nomination

a. To be nominated as MDW NCO/Soldier of the Year, each candidate must:

(1) Be assigned to MDW.

(2) Have a record free of disciplinary action within MDW or any other duty station during the current enlistment or the previous 12 months, whichever is longer.

(3) Not be scheduled to depart from MDW during the board competition and have at least 12 months retainability in the command upon selection.

(4) Meet the screening criteria of the nominating unit, based on paragraph 6.

(5) Cannot have won the NCO or Soldier of the Year at the MDW MACOM level the previous year.

(6) Be in the grade of private through sergeant first class.

b. The installation NCO and Soldier of the Year are automatically selected for nomination to compete for the award of the MDW NCO or Soldier of the Year provided all requirements of paragraph 5a above are adhered to. If for any reason the installation NCO or Soldier of the Year becomes unavailable or ineligible to compete at the MDW MACOM level, the runner-up is nominated to compete.

6. Selection criteria

a. Selection boards at the MACOM and installation levels will use MDW Form 33-E (Scorecard: NCO/Soldier of the Quarter/Year Candidates) to evaluate candidates. The MDW Form 33-E is available through normal installation forms supply channels or the installation local area network (LAN) electronic forms software systems. Board members are required to review this form before a candidate's appearance.

b. Board points are awarded as follows:

- (1) Military bearing and oral presentation - 1 to 10 points.
- (2) Uniform and appearance - 1 to 10 points
- (3) Knowledge of military customs and courtesy - 1 to 10 points.
- (4) Knowledge of common soldier tasks, general military subjects, and current events - 1 to 70 points

c. Maximum score is 100 points; minimum score is 4 points. To determine the score of a candidate, add points awarded by all board members and divide the total by the number of board members.

d. Candidates are required to take an APFT. Scores transcribed to the MDW Form 33-E are obtained from the following scale: 180 to 200 - 0 to 5 points; 201 to 249 - 11 to 20 points; 250 to 269 - 21 to 30 points; 270 to 289 - 31 to 40 points, 290 to 299 - 41 to 49 points; a perfect score of 300 on the APFT receives the maximum of 50 board points.

e. The written test is worth a maximum of 50 points.

f. A maximum possible score involving the written test, APFT, and board appearance is 200 points.

7. The MDW NCO/Soldier of the Year selection board

a. Selection process. From among the candidates for MDW NCO and Soldier of the Year (one candidate for each position from each installation within MDW), the MDW NCO/Soldier of the Year board will select the MDW NCO/Soldier of the Year.

b. Membership of the board.

(1) The MDW Command Sergeant Major or his appointed representative will serve as president of the board.

(2) Each installation command sergeant major will serve as a board member.

(3) Other command sergeants major or sergeants major (SGM) appointed by the president of the board as required.

(4) The MDW Command Sergeant Major administrative NCO will serve as recorder without vote.

c. Rules of order.

(1) In the absence of the president, another CSM/SGM will preside (appointed by the MDW CSM).

(2) There are no study guides. Soldiers will not be asked the same questions as NCOs.

(3) The MDW CSM will select and assign the areas from which questions will be provided to the board members.

(4) Each member will have one vote.

d. Convene. The board will convene once each year at the convenience of the president.

8. MDW MACOM-level awards and prizes

The MDW NCO and Soldier of the Year will each receive--

- a. A cash award from the MDW Morale, Welfare, and Recreation Fund.
- b. Appropriate recognition conducted during an awards ceremony.
- c. A 4-day pass.
- d. The MDW Commanding General Coin of Excellence.
- e. The MDW Command Sergeant Major Coin of Excellence.
- f. Awards from various corporate sponsors.

SCORECARD
NCO/SOLDIER OF THE QUARTER/YEAR CANDIDATES
(MDW Reg 672-1)

THE CANDIDATE BELOW IS BEING CONSIDERED FOR:

☐ NCO OF THE YR ☐ SOLDIER OF THE YR ☐ NCO OF THE QTR ☐ SOLDIER OF THE QTR

1. NAME OF CANDIDATE 2. GRADE

3. UNIT OF ASSIGNMENT

4. RATING OF CANDIDATE

MAXIMUM POINT VALUE	RATED AREA	POINTS AWARDED
10	a. MILITARY BEARING	
10	b. UNIFORM AND APPEARANCE	
10	c. MILITARY COURTESY	
70	d. QUESTIONS	
1 - 10	1.	
1 - 10	2.	
1 - 10	3.	
1 - 10	4.	
1 - 10	5.	
1 - 10	6.	
1 - 10	7.	
50	APFT SCORE	
50	WRITTEN EXAMINATION	

TOTAL POINTS AWARDED 0

REMARKS

SIGNATURE OF BOARD MEMBER DATE
3 Aug 00